

Appendix R.

Northern Colorado Plateau Network

Biological Inventory and Monitoring Program

CHARTER

(Revised November, 2003)

I. Background and Purpose

Knowing the condition of natural resources is fundamental to protecting and managing National Park Service lands. Scientifically credible data is necessary to make decisions and support management actions. The purpose of the Inventory and Monitoring Program is to develop broadly based, scientifically sound information on the current status and long-term trends in the composition, structure and function of park ecosystems.

As part of its strategy for implementing the Natural Resource Challenge, the National Park Service has created 32 networks of parks linked by geography and shared natural resource characteristics to facilitate collaboration, information sharing, and economies of scale in natural resource management. The strategic network approach was adopted because natural resource inventory, monitoring and other management actions identified in the Natural Resource Challenge need to be initiated as soon as possible in all parks with natural resources to meet service goals and Congressional mandates.

The Northern Colorado Plateau Network (NCPN) is comprised of 16 park units in the states of Utah, Colorado and Wyoming: Arches National Park (ARCH); Black Canyon of the Gunnison National Park (BLCA); Bryce Canyon National Park (BRCA); Canyonlands National Park (CANY); Capitol Reef National Park (CARE); Cedar Breaks National Monument (CEBR); Colorado National Monument (COLM); Curecanti National Recreation Area (CURE); Dinosaur National Monument (DINO); Fossil Butte National Monument (FOBU); Golden Spike National Historic Site (GOSP); Hovenweep National Monument (HOVE); Natural Bridges National Monument (NABR); Pipe Spring National Monument (PISP); Timpanogos Cave National Monument (TICA); and Zion National Park (ZION). Network boundaries coincide with two designated clusters within the Intermountain Region. Fourteen park units occur within the Colorado Plateau Cluster and two within the Rocky Mountain Cluster (BLCA and CURE).

The Washington Office (WASO) of the National Park Service has provided *core* funding to the network for biological inventories and vital signs monitoring. This funding is leveraged with financial resources from parks and other sources to build a successful inventory and long-term monitoring program. Inventory funding is available to the network on a one-time basis for four-years beginning in FY2001. An Inventory Study Plan for Vascular Plants and Vertebrates, which directs the multi-year inventory effort in the NCPN, was completed in December 2000. Monitoring funding is being provided as permanent base funds through the new NR-PRO program. Core funding for the

monitoring component of the NCPN program comes from two sources: the Natural Resource Challenge Initiative and the Prototype Monitoring Program. Within the network, five parks (CARE, DINO, CANY, ARCH and NABR) were earlier designated by WASO as a prototype park group. These prototype parks will serve as a 'center of excellence' to the overall network where more emphasis will be placed on protocol development and research to support development of the vital signs monitoring program. The network is developing one monitoring plan for all prototype and network parks.

The purpose of this charter is to define how the Northern Colorado Plateau Network has organized itself to develop and execute an exemplary Inventory and Monitoring Program which is fully integrated with park natural resource programs and supports the objectives of the Natural Resource Challenge.

II. Organization and Responsibilities

A multi-level organizational structure has been identified to ensure that an effective Inventory and Monitoring Program (I&M) is created and implemented for the Northern Colorado Plateau Network. This organizational structure is comprised of a Board of Directors, Technical Committee, Scientific Panel, and Network Staff (Exhibit A). This organization is consistent with the recommendations of the associate Director, Natural Resource Science and Stewardship in the memo to the Regional Directors dated October 13, 2000 (Subject: New Park/Network Monitoring Program: Vision and Implementation plan).

Board of Directors (BOD)

The NCPN Inventory and Monitoring Board of Directors provides *guidance, oversight* and *advocacy* toward development and implementation of the I&M Program for 16 park units within the network.

Major responsibilities of the BOD are as follows:

- Provide general guidance and input on strategies for network inventory and monitoring.
- Promote accountability for the Inventory and Monitoring Program by reviewing progress and quality control for the network.
- Review and approve Inventory and Monitoring Program budgets, hiring, and plans developed and proposed by the Technical Committee.
- Provide oversight for NEPA compliance and research permits associated with inventory and monitoring work.
- Distribute annual network accomplishment report to IMR and WASO.
- Advocate an active and effective Inventory and Monitoring Program in the network.
- Decide on strategies and procedures for leveraging network funds and personnel to best accomplish the natural resource inventory and monitoring and other needs of network parks.
- Ensure that the network inventory and monitoring work is fully integrated with park resource management programs and other NPS natural resource funding initiatives.

- Facilitate communication and coordination about network inventory and monitoring activities with park managers at all levels in the network and region. Serve as liaison to Cluster Leadership Councils and NRCAT.
- Identify and help develop internal and external partnerships to meet the goals of the Natural Resource Challenge and Inventory and Monitoring Program.

Membership. The BOD is comprised of nine members. The six voting members will be park superintendents or assistant superintendents from five of the 16 park units within the Network and the Chair of the NCPN I&M Technical Committee. To facilitate coordination with key organizations the Intermountain Regional I&M Coordinator, and the CESU unit leaders in Flagstaff, AZ and Missoula, MT will serve as ex-officio members. The five park members will serve staggered 2 or 3 year terms.

Procedures. The BOD will meet in person a minimum of one time each year, and may conduct business through conference calls as necessary. The BOD will elect a Chair from among the park superintendents or assistant superintendents on the Board for a two year term. The NCPN I&M Program Manager will serve as the executive secretary for the Board. Four voting members will constitute a quorum. Board members will be elected by vote of Network park units. The Board may appoint interim members to fill unexpired terms if positions on the Board are vacated.

It is the goal that all decisions will be made by consensus. Where this is not feasible, a majority vote will be used as an alternate means of arriving at a decision. All Board decisions will be documented in meeting minutes.

If a Board member is unable to attend the BOD meeting an alternate may be selected. If the member is a park superintendent then the alternate should be another park superintendent or assistant superintendent currently not serving on the Board.

Technical Committee (TC)

The NCPN Inventory and Monitoring Technical Committee is responsible for developing the specific Inventory and Monitoring Program plans, budgets and hiring proposals that are presented to the BOD for review and approval. Where the BOD has responsibility for broad approval of program goals and needs, the TC is responsible for the detailed technical formulation and execution of the program. The TC has responsibility for development of the Northern Colorado Plateau Network vital signs monitoring plan.

Major responsibilities of the TC are as follows:

- Develop inventory and monitoring program plans, budgets and hiring proposals for review and approval of BOD
- Compile and summarize existing information about park resources.
- Host scoping workshops and other outreach needed to develop the Network monitoring plan.
- Solicit professional guidance, as needed, from scientific panel members and other individuals and organizations.
- Prepare annual network I&M accomplishment reports to be presented to the BOD.

- Formulate and prepare network vital signs monitoring plan (Long-term and annual plans).
- Develop and foster partnerships with other agencies and organizations which support overall I&M objectives.
- Organize and facilitate periodic program reviews.
- Ensure that compliance required by federal law and NPS policy is integrated into the study plan development and approval process within network parks.
- Work with individual park staff (particularly in other resource areas) to build support for a fully integrated inventory and monitoring program.
- Ensure that the network inventory and monitoring work is fully integrated with park resource management programs and other NPS natural resource funding initiatives.

Membership. The TC is comprised of eight natural resource professionals from the following units: DINO, BLCA/CURE, COLM, SEUG, CARE, BRCA, ZION/CEBR/PISP, and FOBU/GOSP/TICA and the NCPN I&M Program Manager. Committee members will be appointed by park superintendents. They will serve as a member until the appointing official(s) designates a new person.

Procedures. The TC will meet in person two to three times a year, supplemented by conference calls as necessary. The committee is chaired by one of the park representatives (this person also serves as a member of the BOD). The TC will elect the chair for a two-year term. The NCPN I&M Program Manager will assist the TC chair in scheduling and organizing meetings. Five TC members constitute a quorum. Meetings of the TC are open to all interested park staff.

It is the goal that all decisions will be made by consensus. Where this is not feasible, a majority vote will be used as an alternate means of arriving at a decision. All committee decisions will be documented in meeting minutes.

Scientific Panel (SP)

Scientific peer review panel members representing key disciplines (biological, physical, etc.) will be appointed as needed to assist the network in planning for vital signs monitoring. Panels will be configured to address scientific topics and issues of interest, and may vary in size and length of service. Panel members may include scientists from the USGS-Biological Resource Division, academic institutions and others. The primary purpose of the scientific panels will be to provide guidance to the Technical Committee in the design and implementation of inventory and vital signs monitoring and other management activities related to the Natural Resource Challenge. It is expected that the CESUs will help facilitate linkages with the local scientific community. Meetings with panel members will be scheduled as needed.

Network Staff (NS)

The work of the Network will be supported by a staff as detailed in the Network monitoring plan recommended by the Technical Committee and as approved by the

Board of Directors. Some staff may be centrally located and some may be duty stationed in other Network parks.

The staff and its work will be managed and supervised by the NCPN Program Manager who will be responsible for the achievement of goals of both the Network and Prototype monitoring programs. The host park for the position will be responsible for assuming the administrative supervision of the Program Manager; however, the Board, with the advice of the Technical Committee will provide primary input into performance management and evaluation for the position.

III. Network Operations

Strategic Plan. A strategic plan covering the scope and goals of the Network I&M program and its relationship with other NPS programs and the I&M efforts of other land and resource managers will be developed and approved by the Board no later than October 2002. It will cover a period of five years. It will be reviewed annually and revised as needed. It will form the basis for the Annual Work Plan. In fiscal years 2001-2002 the Network will operate without a complete Strategic Plan.

Annual Work Plan. Working with the NCPN I&M Program Manager, the NCPN Technical Committee will present a proposed Annual Work Plan to the Board for discussion, modification and approval. The Annual Work Plan will identify specific accomplishments and products, responsible individuals and deadlines, I&M program budget, and additional potential funding sources (both NPS and others).

Annual Report. Working with the Network I&M Program Manager the NCPN Technical Committee will present a proposed Annual Report to the Board for review and approval. The Annual Report will detail specific accomplishments and products, lessons learned, coordination with others and a budget summary. Report format will conform to WASO reporting requirements. This Annual Report will be widely distributed.

Five Year Program Review. Beginning at the end of fiscal year 2007 and every five years thereafter the Network will undertake a comprehensive program review to be conducted by national and regional NPS specialists as well as qualified independent specialists from other agencies and organizations. The purpose of this review will be to evaluate accomplishments and products, protocols used for gathering data, data management, fiscal management, and staffing. The Program Review shall provide the principal basis for any significant changes in program direction as well as reassignment of resources to any park or office.

Funding. Natural Resource Challenge I&M funding and Prototype Monitoring funding will be managed via the NR-PRO program. All funds are held in a regional office account and distributed to the network annually per the network I&M work plan. All I&M program funds will be strictly accounted for and these funds may only be applied to I&M projects and activities approved by the board. In general, I&M funding will not be used to fund existing park positions and projects. Exceptions may be made to this policy where providing temporary salary and travel support to existing staff (e.g. Biotechs) is

advantageous to meeting specific work objectives of the network. Other funds contributed by parks, other NPS programs and other sources which are used for I&M related work will also be tracked and reported. Travel funds will be made available to BOD and TC members as needed, however, parks are encouraged to cover their own travel costs when possible.

Data Management. Data management is an active process requiring continuous maintenance and a high degree of attention to detail. Under the I&M Program biological data management will be standardized across all NCPN parks and will comply with national data standards where applicable. The NCPN I&M Data Manager will work with all network parks in developing a multi-year data management plan to ensure that biological spatial, tabular and bibliographic data are comparable and of high quality. It is envisioned that data repositories will be centralized, but available to all network parks. Data management responsibilities will be shared between network and park staff.

The basic goal of the NPS biological inventory and monitoring program is to provide park managers with comprehensive scientifically based information about the nature and status of selected biological resources in an easily useable form. The network will place a high priority on the use of new technologies to ensure that data are easily accessible and useable.

Data Management for Inventory and Monitoring activities throughout the NCPN will conform to the philosophy that integrity, security and availability of current data sets are high priorities. All data will be certifiably accurate and be associated with metadata that describes 1) the purpose of the data, 2) the history of when, where, why, and how the data was collected and by whom, and 3) all changes and additions to established datasets.

Communication and Information Sharing. The network will emphasize open communication and information sharing throughout all aspects of this project. The NCPN I&M Program Manager will keep BOD and TC members and others apprised of all pertinent developments relating to inventory and monitoring. Periodic updates will be circulated by the I&M Program Manager via email.

Administrative Considerations. Staff hired under this program will be supervised and administratively supported by the park or office at which they are stationed. The Southeast Utah Group (SEUG) serves as host to the NCPN I&M Program Manager, NCPN I&M Data Manager and GIS Technician in Moab, UT. Administrative support, not to exceed 5% of personal services costs, will be provided by the network to parks hosting I&M positions.

IV. General Provisions

Term of Charter. This charter will remain in effect throughout the duration of the NPS Inventory and Monitoring Program.

Amendments. Any signatories, BOD or Technical Committee members may propose changes to this charter. Any change will be in the form of an amendment, must be approved by the BOD, and will not take effect until all signatories have agreed to and signed the amendment


Periodic Review. The signatories and/or BOD will review this charter at least every three years to assess its adequacy, effectiveness, and continuing need.

V. Approval Signatures



Superintendent, Arches National Park

11/12/03
Date



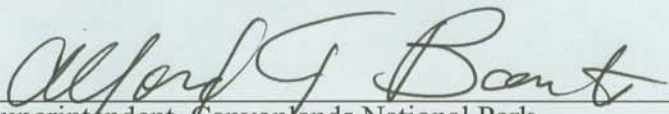
Superintendent,
Black Canyon of the Gunnison National Park
Curecanti National Recreation Area

11/26/03
Date



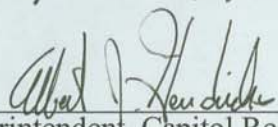
Superintendent, Bryce Canyon National Park

12-Nov-03
Date



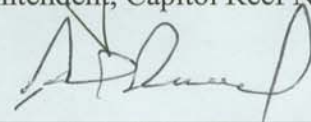
Superintendent, Canyonlands National Park

11/9/03
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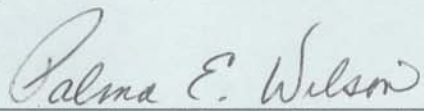
Superintendent, Capitol Reef National Park

11/12/03
Date



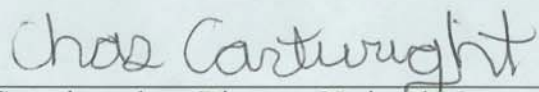
Superintendent, Cedar Breaks National Monument

11/12/03
Date



Superintendent, Colorado National Monument

11-17-03
Date



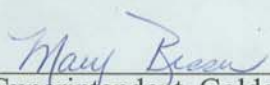
Superintendent, Dinosaur National Monument

11-12-2003
Date



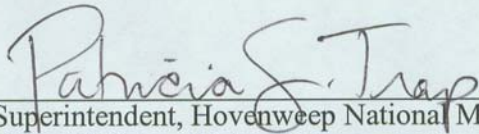
Superintendent, Fossil Butte National Monument

11-12-03
Date



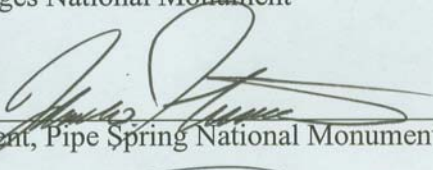
Superintendent, Golden Spike National Historic Site

11/12/03
Date



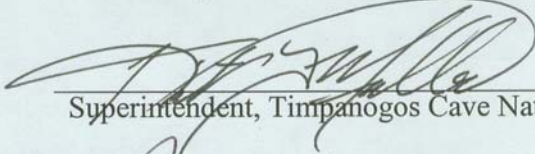
Superintendent, Hovenweep National Monument
Natural Bridges National Monument

11.12.03
Date



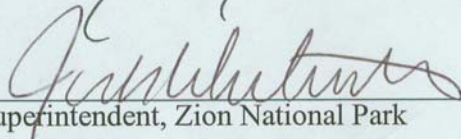
Superintendent, Pipe Spring National Monument

2-02-04



Superintendent, Timpanogos Cave National Monument

11/12/03
Date



Superintendent, Zion National Park

11/12/03
Date

EXHIBIT A

Northern Colorado Plateau Network Inventory & Monitoring Program Organizational Structure

